

## Role Title

Teacher of English

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Teacher	Teacher	Bucharest, Romania	December 2021 – June 2022 (renewable)	Senior Teacher

## Role purpose

- To promote and ensure quality teaching and effective learning of English.
- To support the wider aims of British Council and its cultural relations mission.

## About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

## Overview:

The British Council Romania Teaching Centre teaches a range of Young Learner (early years, primary, and secondary young learner) and Adult courses. Young learners make up approximately 75% of our student numbers. There are 5 age groups of young learners, of which the youngest are 3 years old.

During the pandemic we have been able to maintain student numbers, and have increased registrations from September 2021, a first step in our return to our usual growth patterns. From September 2021 the Teaching Centre team will include: Director English Language Services, two Senior Teachers (ST Secondary, ST Early Years & Primary), four Coordinators and 45 teachers. There is also a large Exams department and active Projects department.

## Main Accountabilities:

Support British Council's global English strategy by

- Planning, preparing and delivering high quality English language teaching that meets the needs of different customer groups taking into account individual learning styles.
- Monitoring progress and provide regular feedback to help manage students' performance throughout the course, and actively promote learner autonomy.
- Contributing to the development, evaluation, and improvement of English language courses, materials and related services.
- Ensuring teaching meets the standards expected in Teaching and Learning Reviews, the annual Academic Quality Plans and organisational expectations.
- Using technology during lessons when required.
- Finishing administrative tasks in a timely and accurate manner.
- Contributing to the development of lasting, mutually beneficial relationships by enhancing students' understanding of the contemporary UK.
- Assisting in covering classes for colleagues.
- Actively engaging in professional development and performance management to ensure quality and high standards in teaching and learning and maintain British Council's position at the forefront of best ELT practices.
- Supporting local marketing and promotional strategy and assist the teaching centre team in delivering excellent customer service.
- Ensuring safeguarding and other guidelines are applied and upheld in line with standards and policy for the following areas:
  - Child protection
  - Equality, diversity and inclusion
  - Health and safety

### Key Relationships:

Internal	External
<ul style="list-style-type: none"> <li>▪ Other teachers</li> <li>▪ Teaching centre management and admin team</li> <li>▪ Customer services staff</li> <li>▪ Other wider BC teams</li> <li>▪ Wider EFL community</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Parents/guardians of students</li> <li>▪ Publishers and partners</li> <li>▪ Corporate Clients (If applicable)</li> <li>▪ Partner Schools (If applicable)</li> </ul>

### Role Requirements:

Threshold requirements:		
Passport requirements/ Right to work in country	<ul style="list-style-type: none"> <li>▪ Valid passport</li> <li>▪ The post holder must have the rights to work in Romania</li> <li>▪ The British Council will provide full assistance throughout the visa and/or work permit application process (if relevant)</li> <li>▪ The visa and/or work permit (when relevant) is subjected to local Authorities approval.</li> </ul>	
Direct contact or managing staff working with children?	YES	

<b>Notes</b>	<p>If offered the role, British Council will ask you to provide necessary documents or information to check your records. These will include:</p> <ul style="list-style-type: none"> <li>• Enhanced Criminal Record Check</li> <li>• References</li> <li>• Professional Qualifications</li> <li>• Education</li> </ul>	
<b>Person Specification:</b>		<b>Assessment stage</b>
<b>Language requirements</b>		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ High proficiency in English i.e. full mastery of English across all 4 skills equivalent to user (CEFR C2) IELTS Band 8/9 in each of 4 sections of the academic module</li> </ul>		Shortlisting
<b>Qualifications</b>		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ Cambridge CELTA/Trinity CertTESOL or equivalent</li> <li>▪ Undergraduate/University degree</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cambridge DELTA/Trinity Diploma or equivalent</li> <li>▪ PGCE/B.Ed in Primary or relevant subject</li> <li>▪ TYLEC or CELTYL</li> <li>▪ MA (TESOL or other related subject)</li> </ul>	Shortlisting
<b>Role Specific Knowledge &amp; Experience</b>		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>▪ A minimum of 2 years post-certificate i.e. CELTA/Trinity cert TESOL experience gained from teaching a variety of age groups and levels from young learners through to adults.</li> </ul> <p>You should have experience in teaching <b><u>two or more</u></b> of the following age groups:</p> <ul style="list-style-type: none"> <li>▪ Very Young learners &lt;4 (600+ hours)</li> <li>▪ Young learners aged 4 to 7 (600+ hours)</li> <li>▪ Young learners aged 8 to 10 (600+ hours)</li> <li>▪ Young learners aged 11 to 17 (600+hours)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience teaching myClass, IELTS, Business English, Very Young Learners and Primary Plus</li> </ul>	Shortlisting

<ul style="list-style-type: none"> <li>Adults aged 18+ (600+ hours)</li> </ul>		
Role Specific Skills		Assessment Stage
<p>Teaching skills (all at core level):</p> <ul style="list-style-type: none"> <li>Engage and motivate learners</li> <li>Create a positive and inclusive learning environment</li> <li>Subject knowledge</li> <li>Plan and deliver coherent lessons</li> <li>Make use of feedback and assessment</li> <li>Manage teaching and learning resources</li> <li>Uphold professional responsibilities and values</li> </ul> <p>Working with Children</p> <ul style="list-style-type: none"> <li>Ability to work in a way that promotes the safety and well-being of children</li> <li>Effective communication and engagement with children and their families</li> <li>Knowledge and understanding of child development and its impact on learning and behavior</li> <li>Knowledge and understanding of positive disciplinary methods</li> </ul>		Shortlisting AND Interview
British Council Behaviours		Assessment Stage
<ul style="list-style-type: none"> <li>Working together (essential) – assessed at interview</li> <li>Making it happen (essential)</li> <li>Being accountable (essential)</li> <li>Shaping the future (essential)</li> <li>Connecting with others (essential)</li> <li>Creating shared purpose (essential)</li> </ul> <p><i>Please note: while not all the behaviours will be assessed at interview, <u>all</u> behaviours will be used for performance management purposes.</i></p>		Interview
Prepared by:		Date:
David Lewis		3.11.2021